

STANDARD OPERATING PROCEDURE  
FOR NON-DISKETTE AUTOMATED ENTRY (ADE)  
FOR THE CLP ANALYTICAL RESULTS DATABASE  
(CARD)

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**DRAFT**



#### DISCLAIMER

This document is a preliminary draft. It has not been formally reviewed or released by the USEPA and should not at this stage be construed to represent Agency policy.

This document is developed under a project funded by the USEPA EMSL-LV and the OSWER Superfund AOB. It has not been approved for publication as an EPA document, and is currently undergoing Agency review.

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# STANDARD OPERATING PROCEDURE FOR NON-DISKETTE AUTOMATED ENTRY (ADE)

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<b>CLP Analytical Results Database (CARD)</b>	<b>TITLE:</b>  Non-Diskette ADE	<b>REVISION:</b>  Draft	<b>PAGE:</b>  1 of 4
<b>Standard Operating Procedure (SOP)</b>	<b>APPROVAL:</b>  Client Representative	<b>DATE ISSUED:</b>  11/08/94	<b>DATE APPROVED:</b>

### 1.0 PURPOSE:

This Standard Operating System (SOP) establishes the procedure to be followed during the loading of non-diskette data into the CARD System. This includes Contract Compliance Screening (CCS) data, Sampling-Traffic data, and Case-Facility data.

### 2.0 APPLICABILITY:

This SOP is applicable to the functions carried out during the weekly loading of CCS data, Case-Facility data, and the daily loading of Sampling-Traffic data into the CARD System.

### 3.0 DEFINITIONS:

- 3.1 ADE (Automated Data Entry) - The automated processes developed and installed at the NCC-IBM for adding data to the ADABAS files that constitute CARD.
- 3.2 CLP (Contract Laboratory Program) - The CLP supports the EPA's Superfund effort, originally under CERCLA and currently under SARA. The CLP provides a range of chemical analytical services which support Agency enforcement actions.
- 3.3 SMO (Sample Management Office) - The contractor-operated SMO provides management, operations, and administrative support to the CLP with the primary objective of facilitating optimal use of program analytical resources.
- 3.4 CARD Operations - CARD Operations are the personnel responsible for loading data into the CARD System. These users have update access to the affected database files only through menu driven automated load procedures.
- 3.5 CLP Laboratory - A participating laboratory in the

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Contract Laboratory Program which is identified on the CARD Contract-Lab table.

3.6 REXX - REstructured eXecutor language.

#### **4.0 REFERENCES:**

4.1 USEPA Analytical Operations Branch. "Operation Manual for CARD." October 1992.

#### **5.0 DISCUSSION:**

There are currently three types of data, related to the CLP analysis, which are regularly loaded to CARD. These are referred to as Non-diskette data and consist of CCS data, Case-Facility data, and Sampling-Traffic data. The data is supplied by SMO periodically (daily or weekly).

#### **6.0 RESPONSIBILITY:**

It is the responsibility of Operations staff to initiate, monitor, and log the Non-diskette ADE processes.

#### **7.0 EQUIPMENT AND SOFTWARE:**

7.1 All non-PC configuration items reside on the National Computing Center's IBM Mainframe at Research Triangle Park, North Carolina.

7.2 CARD System OSWER LCM documents reside electronically on EPA-furnished PCs located in the offices at CSC's off-site location in Las Vegas, Nevada.

#### **8.0 DETAILED PROCEDURE:**

8.1 The Non-Diskette ADE process is initiated daily for Sampling-Traffic and weekly for CCS and Case-Facility. Before executing a load, obtain an inventory of the pertinent data files available from SMO for input to the CARD system, using the Non-Diskette ADE Report Form for CCS and Sample-Traffic and Case-Facility uploads (Attachments A and B respectively) to record the

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inventory figures. The REXX program ADEFIRST (Refer to section 8.1 in the Diskette ADE SOP) will get pre-run counts for the Sampling-Traffic and Case-Facility. Refer to the CARD Operation Manual, Section 4.1.2.2.4, for instructions on the CCS inventory. The report forms are maintained from this inventory for the purpose of providing cumulative and daily pictures of the ADE data inventory and to provide a record of processing.

- 8.2 Data is loaded into the appropriate subsystem through the interactive CARD System. Access the CARD main menu and select either Organic or Inorganic. Select the "CCS LOAD REQUEST" subsystem menu, and then select the correct option to begin the CCS. From the CARD main menu access the Maintenance Menu. Select the "FACILITY SAMPLING" menu. For Sampling-Traffic choose "SAMPLING-TRAFFIC" and for Case-Facility choose "CASE-FACILITY". Refer to the CARD Operation Manual on these specific functions for detailed instructions.
- 8.3 For CCS, when the load job completes normally, a copy of the load report is appended to an accumulation file for access by SMO and CARD Operations. The accumulation file is CLPG.DI(O).PROD.DIAR11T1(DIAU20T1).ACCUM. The totals from the reports should be entered on the appropriate report form.
- 8.4 At the beginning of each new quarter, CARD operations will copy the previous quarter information from the accumulation file into a quarterly file. The quarterly file is CLPG.DI(O).PROD.CCS.REPORTS.ADE.YR(year).QTR-(quarter number). This is done to keep the accumulation file from getting too large.
- 8.5 The Sampling-Traffic and Case-Facility reports should be entered on the appropriate form. The report datasets (CLPG.DX.PROD.DSAR22P1.REPORT.TRAFFIC for Sampling-Traffic, and CLPG.DX.PROD.DSAR10P1.REPORT.CASEFAC for Case-Facility) are re-used for every load job; therefore, the old report is lost each time the new job is submitted. The REXX program ADEDONE (Refer to section 8.10 of the Diskette ADE SOP) will produce the numbers needed for the forms.

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8.6 Check all generated job output for NATURAL error messages, IBM abend messages, and job condition codes greater than zero. If any error or abend messages are found, write a Discrepancy Report and attach printouts of the messages. Most jobs will complete with a zero condition code, but a few may have valid condition codes of other than zero. Consult the CARD Operation Manual Section 4.1.2.2.4 to determine whether a condition code other than zero is valid.

#### **9.0 QUALITY ASSURANCE RECORDS:**

Records of Quality Assurance related to this SOP are completed copies of forms in the Attachment Section.

#### **10.0 MODIFICATIONS:**

All changes to this SOP and the referenced form(s) are accomplished by the Configuration Manager at the direction of and approval of the CCB.

#### **11.0 ATTACHMENTS:**

11.1 Attachment A - Non-Diskette ADE Report Form (CCS);  
OP-S02-01

11.2 Attachment B - Non-Diskette ADE Report Form  
(Sample-Traffic and Case-Facility); OP-S02-02

#### **12.0 APPROVAL:**

This SOP will become effective upon the completion of all the required signatures.

ATTACHMENT A



# NON-DISKETTE ADE REPORT FORM

## CCS

Month: _____						Year: _____					
Date	# of Inorganic CCS					# of Organic CCS					User
	New Recs	SDGs Inpt	SDGs Lded	Samp Del	DRD Rplc	New Recs	SDGs Inpt	SDGs Lded	Samp Del	DRD Rplc	

  

**LEGEND**

New Recs: New records BDT'd SDGs LDED: SDG's loaded to database DRD Rplc: Invalid database DRD replaced with CCS DRD	SDGs Inpt: SDGs input to load Samp Del: Samples deleted from input file due to 60 days without same SDG disk loaded to database
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**ATTACHMENT B**

## NON-DISKETTE ADE REPORT FORM

### Sample-Traffic and Case-Facility

Month: _____ Year: _____									
Day	# of Sample-Traffic				# of Case-Facility				User
	New Recs	Recs Lded	Recs Updt	Err Recs	New Recs	Recs Lded	Recs Updt	Err Recs	

  

**LEGEND**

New Recs: New records BDTd	Recs Lded: Records loaded to the database
New Updt: Records loaded in place of existing records in the database	Err Recs: Records with errors